

MANAGEMENT EMPLOYMENT OPPORTUNITY

CITY OF
LONG BEACH



HOUSING AUTHORITY BUREAU MANAGER HEALTH AND HUMAN SERVICES DEPARTMENT

The City of Long Beach is seeking an experienced, dynamic and collaborative individual with Housing Authority expertise to lead the City's affordable rental assistance program agency and who is committed to ensuring the Department is prepared for the ever-changing environment of these programs.



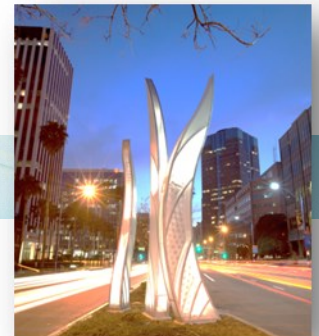
THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



HEALTH DEPARTMENT

The Health and Human Services Department has over 300 employees located in nine sites. It operates with a \$117 million annual budget, 99% of which comes from Federal, State, County, and private funds. Reporting to the Director are the City Health Officer, six bureau managers (Collective Impact & Organizational Operations, Community Health, Environmental



Health, Housing Authority, Physician Services, and Policy, Planning and Prevention), Finance and Human Resources. The Director is responsible for the overall administration of the Department. The Department values quality and excellence, innovation, teamwork, and diversity.

THE POSITION

Reporting to the Department Director, the Housing Authority Bureau Manager is an at-will management position working closely with staff from across the Department. The Housing Authority Bureau Manager is responsible for the day-to-day operations of the Housing Authority, administers the City's various rental assistance programs and acts as the Deputy Executive for the Housing Authority. Responsibilities of the Bureau Manager include, but are not limited to:

- Partnering with other City Departments, Health and Human Services programs and community providers to develop and implement innovative solutions to improve housing opportunities for low income and homeless individuals and families.
- Providing effective leadership, administration and management of the Bureau along with providing effective leadership and guidance to the Housing Authority Board of Commissioners.
- Reviewing the resourcefulness and deployment of personnel and organizational structure and developing systems and procedures to promote best practice operations.
- Overseeing grant funded programs and ensuring the accuracy of program budgets and proper allocation of funds.
- Serving as liaison and communicating effectively with other Departments, City Council, HUD, the public/community, and state and federal agencies.
- Ensuring adherence to the requirements of City, state, local and federal laws and legislation.
- Effectively networking with landlords and owners to stimulate the continuous availability of affordable rental housing.
- Promoting and marketing the concept of assisted housing and ensuring achievement of the City's housing policy objectives as reflected in the Administrative Plan.
- Participating in professional organizations at the local, state and federal levels to keep abreast of current opportunities and to provide input for policy formulations.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate the following knowledge, skills and abilities:

- Knowledge of the current regulations governing the management and operations of a Housing Authority including Housing Choice Voucher, Shelter Plus Care, VASH, HOPWA, FSS and project based programs.
- Knowledge of public and financial reporting requirements, auditing and reviewing standards including the Five Year and One Year plans, and Section Eight Management Assessment Program (SEMAP).
- Ability to establish and maintain effective working relationships with staff members, community partners, regulatory agencies, local officials, residents and Board of Commissioners.
- Ability to effectively build and lead teams to achieve housing goals and address housing concerns.
- Ability to develop and promote a culture of quality customer service.

Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public or Business Administration, Finance or a closely related field. Master's degree preferred.
2. Eight years of professional experience in a Housing Authority agency, working with affordable rental assistance housing programs. Five years of experience at a senior level management level, preferably in a Housing Authority agency.

Professional Attributes

- Engaging, collaborative, facilitative in nature, works well with subordinates, peers, supervisors and the community.
- Willing and able to challenge the "status quo" when needed.
- Action and results oriented, innovative, strategic, accepts accountability.
- Comfortable working in a complex public service organization with rapidly changing issues, needs and challenges.
- An active listener and supportive team builder with strong interpersonal and communication skills.
- An energetic management style and is willing to be hands-on.
- Works constructively in a culturally inclusive work environment and community.

SALARY + BENEFITS

The midpoint for this position is \$125,000 annually. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – 12 days (96 hours) after one year of service; 15 days (120 hours) after four years, six months of service; 20 days (160 hours) after 19 years, six months of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four floating personal holidays (8 hours per holiday).
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.
- **Flexible Spending Accounts (FSA)** – Available for health and dependent care expenses.

APPLICATION PROCESS

This recruitment will close at 4:30 pm **on Friday, February 26, 2016**. To be considered for this opportunity, applicants must submit a resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Resumes should be submitted at **LBDHHS-JobApplications@longbeach.gov** (please include **Housing Bureau Manager HE16-047** in the subject line). Candidates must also complete the supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interview by April 2016, with an appointment anticipated no later than June 2016, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Administration Bureau at (562) 570-4009.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

SUPPLEMENTAL QUESTIONNAIRE

Please submit your written response to the following questions in PDF format. Responses are to be no more than one page per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process.

1. Describe the approach you would take to encourage landlords to participate in the City's various rental assistance programs.
2. Explain the values and characteristics you look for in staff who report to you. Please describe your approach to ensuring these values are lived within the organization and among your staff?
3. Describe an undertaking you led that improved effectiveness and/or created new efficiencies. Include a description of the challenges you faced in implementing the efficiencies and describe how you overcame those challenges. What was the outcome of the implementation?
- 4 The Department recently underwent an organizational review that outlines a number of recommended changes to the organization. Please discuss how you would effectively lead and manage organizational change efforts.
5. Effective communication at all levels is key to an effective organization. Describe your communication style, and what effective communication looks like for you. How you would move an organization to a culture of effective communication?